

## Examination hall protocol

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### 1.0 Rationale and principles which this policy seeks to uphold

- 1.1. The University recognises that examinations are an essential part of the learning and teaching process.
- 1.2. The University aims to establish standardised protocols and a code of practice which all examination halls established and operated by the University should follow.
- 1.3. The University wishes to ensure that examinations affiliated with the University are conducted fairly, ethically and in a manner which upholds the highest standards of conduct with respect to honesty and integrity.

### 2.0 Scope

- 2.1. The policy applies to staff involved in conducting examination operations, and to the candidates who will be undertaking the examinations. This includes the personnel who will invigilate the exam,

and the team that will manage and oversee the examination process inside and outside the examination hall.

2.2. This policy applies to all examination halls, whether they are physical or virtual.

### **3.0 Definitions**

3.1. Examination hall is the space – physical or virtual – where candidates gather at a predetermined time to take their assessment by examination. Examination halls are supervised by invigilators.

### **4.0 Policy**

#### Hall set up

- 4.1. Desk: each student should be provided with their own desk or space of a reasonable physical standard and size. Desks or examination spaces should be spaced a minimum of 70 cm apart from each other.
- 4.2. Lighting: all parts of the examination hall should be suitably lit allowing for comfortable reading and writing.
- 4.3. Climate control: the temperature in the exam hall should be comfortable. Invigilators should be vigilant to any issues related to the use of air conditioning.
- 4.4. Noise: candidates should not be disturbed by loud noises either originating from inside or outside of the examination hall. Noise that disrupts the effective administering of an examination should be reported to the Head of Operations immediately.
- 4.5. Security: there should be an area in the examination hall for bags, books, notes, and all the candidates' personal belongings during the exam. Candidates should not be asked to leave their belongings in any room accessible by the public.
- 4.6. Clock: there should be a clock, showing the correct local time, positioned where it can be easily viewed by all candidates. If required, more than one clock should be used. The start and end time of the exam should be based on this clock.
- 4.7. White/blackboard: there should be a white/blackboard (or another similar mechanism) which is visible to all students. This should detail: (i) the examination being held; (ii) the start time of the examination; and (iii) the end time of the examination.

#### Before the examination begins

- 4.8. The list of invigilators shall be indorsed by the registrar in coordination with the head of operations.
- 4.9. The Chief Invigilator will be responsible for managing and organising the invigilation process of an examination period.

- 4.10. The role of invigilators is to assist the Chief Invigilator in the laying out of examination papers and materials before the examination. They may be required to do other preparations as requested by the Chief Invigilator.
- 4.11. The Chief Invigilator will report to the Head of Operations on matters of the invigilation process during the examination period.
- 4.12. Invigilators must be present in the examination hall 15 minutes before the session is due to commence. For every examination session, there needs to be at least 2 invigilators, one of them must be an academic staff and the others may be administrative staff.
- 4.13. A seating plan will be prepared by the Operations department. The seating plan will assign desks by student ID number. The Chief Invigilator should ensure that the numbering of the desks matches with the plan. A copy of the seating plan will be displayed outside the examination hall.
- 4.14. The invigilators will ensure that the student number on the attendance register matches the number shown on the seating plan on their desk.
- 4.15. The examination hall should be opened to candidates no more than 15 minutes before the start of an examination or at the discretion of the Chief Invigilator.
- 4.16. As candidates enter the room, they should be instructed to turn off any mobile phones and all devices and should leave all personal belongings in the designated part of the examination hall.
- 4.17. Invigilators will instruct candidates not to turn over or read the question paper until they are given permission to do so.
- 4.18. Once a student enters the examination hall and is seated, they should not be allowed to leave until the first 45 minutes of the examination has elapsed.
- 4.19. Late students will be permitted to enter the examination hall within the first 45 minutes past the official exam starting time. However, no additional time will be granted beyond the original exam duration, ensuring fairness to all participants.
- 4.20. Candidates can fill out the front cover of their answer book (if applicable) as soon as they reach their desk.
- 4.21. Candidates wearing any face covering will be required to show their faces during the identity check, after which they may resume wearing a face covering. In such cases, the student may request a female member of staff conduct the identity check.

#### Permitted materials

- 4.22. Candidates can use electronic calculators if this is allowed for the examination being held. If calculators are allowed, then candidates may use the following types of calculators:
  - 4.22.1. scientific calculators, including those with basic programming functions.

- 4.22.2. those with standard memory functions and STO (store) keys
- 4.22.3. calculators with a formula memory
- 4.22.4. solar powered calculators (at their own risk)
- 4.23. The following types of calculators are not allowed (without prior approval from the module tutor):
  - 4.23.1. those with alpha-numeric keyboards (an alphanumeric display of stored data, including text, equations, or alphanumeric formulae)
  - 4.23.2. business calculators (e.g. those embedded with business-related functions such as IRR and PVM)
  - 4.23.3. those that make a noise.
  - 4.23.4. those that are programmable from other sources by detachable modules, barcodes, tapes or cards.
  - 4.23.5. those that feature graphical displays (these can often be identified by model types that end in the letter 'G' and typically have larger screens)
  - 4.23.6. those that do not have their own internal power supply.
  - 4.23.7. calculator functions on watches or mobile phones
  - 4.23.8. those with symbolic algebraic capability
  - 4.23.9. personal organisers or PDAs
- 4.24. Candidates can use slide rules and templates (for example, a protractor).
- 4.25. Candidates may not use dictionaries or notebooks unless it is specified in the examination rubric.
- 4.26. No electronic devices are allowed to be in the possession of student during the examination unless otherwise instructed or specified. This includes electronic watches, headphones, tablets, mobile phones, laptops, air pods, smart glasses etc.

#### Announcements at the start of the examinations

- 4.27. Refer to appendix A for the announcement at the start of the examination.
- 4.28. The announcement at the start of the examination can be made by the invigilator or the Chief Invigilator.
- 4.29. Once the start of examination announcement has been made, the whiteboard/blackboard or similar should be annotated to show the start and end times of the reading time and the start and end times of the examination.
- 4.30. Shortly after the start of the examination invigilators must check each exam desk in use to ensure that no unauthorised material has been brought into the examination.
- 4.31. During the reading time candidates may raise queries on the examination paper with the relevant member of academic staff, if present. If the member of academic staff is not present and there are any questions the invigilator may contact a relevant member of staff for advice or clarification. If a student has a query after the reading time has elapsed the student must

be told to make a note on the answer book if applicable. Invigilators must not attempt to comment on or interpret any queries on any question.

- 4.32. **Student Attendance Register:** The invigilator will be provided with a Student Attendance Register, where the name, ID number, and set number of each student will be specified. The invigilator is responsible for recording the attendance of each student, ensuring that the student present for the exam signs the Student Attendance Register.
- 4.33. If there are any problems arising from these checks this should be taken up with the relevant student at the end of the examination.
- 4.34. Invigilators will assist the Chief Invigilator in the orderly running of the session and in particular will:
  - 4.34.1. ensure through regular patrolling that each examination is being conducted in accordance with the specific rubric governing that paper;
  - 4.34.2. ensure that no student leaves the examination room during the first 45 minutes of the written examination, nor during the final 15 minutes;
  - 4.34.3. distribute additional answer books if applicable as requested (invigilators should make sure that these candidates have completed their original answer book).
  - 4.34.4. monitor the use of calculators.
  - 4.34.5. collect the script(s) of any student who wishes to leave the examination before the advertised finishing time of his/her paper. If there are particular circumstances surrounding the departure of a student these should be detailed on the invigilator's report. Invigilators should not annotate a candidate's answer book.
- 4.35. Invigilators may take reasonable measures to ensure that students are not concealing earphones beneath articles of clothing around the head or the neck.

#### Late arrivals of students

- 4.36. Other than in exceptional circumstances, students should not be admitted to the examination room after the start of the examination and then only up to 45 minutes after the start time.
- 4.37. Students should be allowed the full time to sit the examination depending on adequate supervision arrangements being in place and only if the invigilation of the other students is not compromised.
- 4.38. Invigilators should note the circumstances of the late arrival and written details must be provided on the 'Invigilator Report Form' available in the exam hall along with the seat plan and student register.

#### Behaviour of invigilators

- 4.39. Invigilators must not disturb candidates during the exam.
- 4.40. Invigilators are expected to always follow the highest possible standards of behaviour and be aware of the needs of all candidates.

#### Announcements during the exam

- 4.41. Invigilators should warn the candidates when they have 15 minutes remaining before the end of each exam.

#### Candidates who want to leave the examination hall

- 4.42. Candidates who do not want to return
  - 4.42.1. After 45 minutes, any student who wants to leave the examination hall and not return is not allowed to remove their exam stationery or the exam question paper.
  - 4.42.2. Any candidates who leave must not be allowed back into the examination hall.
- 4.43. Invigilators must make sure that at least one of them is present in the examination hall at all times.

#### Removing a student from the examination hall

- 4.44. If a student is causing a disturbance, it may be necessary for the Chief Invigilator to tell the student that they can no longer continue to take the exam and tell them to leave the examination hall. The Chief Invigilator must then make a report, giving details of the incident, and send it to the Executive Office.

#### Mistakes in papers or tables

If any candidates believe there is a mistake in a question, table or formula, the invigilators should seek urgent advice from the relevant module instructor. If this is not possible, the invigilator should tell the student to answer the question using the printed information as given. Candidates should show in their answer that they think there is a mistake and that they have answered using the printed information. If an error is confirmed, the invigilator or module tutor will make an appropriate announcement to the candidates.

- 4.45.

#### Examination irregularities

- 4.46. Any examination irregularity which may occur must be properly reported. If an invigilator considers that an irregularity has taken place they must:
  - 4.46.1. immediately confiscate any material which may constitute evidence of an irregularity;
  - 4.46.2. mark the candidate's script at the appropriate point to indicate that an irregularity has been reported and note the time of discovery;
  - 4.46.3. advise the student that the alleged irregularity will be reported to the Chief Invigilator and that the University will write to the student as soon as possible regarding his/her situation;
  - 4.46.4. decide whether to allow the student to continue with the examination;
  - 4.46.5. contact the Chief Invigilator immediately after the examination to record the irregularity and the name and ID number of the student concerned;

- 4.46.6. produce a full written report to be delivered to the Chief Invigilator within 24 hours;
  - 4.46.7. at the conclusion of the examination, separate the student's script(s) from the rest and hand them to the Chief Invigilator, along with any other evidence.
- 4.47. **Student illness:** if a student becomes ill during an examination the invigilator should ascertain whether the student feels able to continue the examination. If the student does not feel able to continue with the examination the invigilator should inform the student that a report will be made, and that further information will be provided to them. The invigilator should report the incident in the Invigilator's Report form including the name and student ID number of the student concerned and the time that the student left the examination. The candidate's examination script should be returned to the Operations department at the end of the examination in the normal way.
- 4.48. **Fire or emergency:** if the fire alarm is activated during the examination the following procedure should be followed:
- 4.48.1. Invigilators should stop the examination.
  - 4.48.2. Candidates should be instructed to evacuate the room and to congregate at the assembly point. Scripts and other examination materials should be left in the examination venue.
  - 4.48.3. The examination should not be resumed but the scripts should be collected if practicable. No comment should be offered to candidates concerning the status of their uncompleted scripts.

#### At the end of the examination

- 4.49. Refer to appendix B for the announcement at the end of the examination.
- 4.50. If a student keeps on writing after the time is up, the invigilator will issue a verbal warning to him/her. If the student continues to write, the invigilator will take a note of the student and report the incident to the Chief Invigilator. The Chief Invigilator will then report the incident to the Operations department. The Head of the Operations department will then inform the module tutor of the incident.
- 4.51. Following the announcement at the end of the examination the invigilators are responsible for collecting the completed scripts and question papers before candidates are allowed to leave the examination hall. Once all of the scripts and question papers have been collected the invigilators should announce to the students that they have permission to leave the examination hall.
- 4.52. Once the candidates have left the examination hall the invigilators should make sure that the exam scripts are:
- 4.52.1. counted and checked against the number of attendees;
  - 4.52.2. checked against the student attendance register;
  - 4.52.3. attached together with the attendance list on the top.

- 4.53. Once collated the examination materials should be returned to the Operations department together with the attendance sheet which should be signed by the Chief Invigilator.

#### Online examinations

- 4.54. See relevant University policy on online examinations.

#### Invigilator's report

- 4.55. The Invigilator's Report should mention any difficulties which candidates may have experienced during the exam. These difficulties could include:
- 4.55.1. candidates using unfair methods (for example, cheating);
  - 4.55.2. late arrivals;
  - 4.55.3. noise issues;
  - 4.55.4. illness during the exams;
  - 4.55.5. anything else of relevance
- 4.56. Should the report identify any student found to be using unfair methods, then the invigilators should be aware that their reports may be used in disciplinary proceedings, and that they may be identified.

#### Spare exam question papers

- 4.57. No used or spare question papers should be left in the examination hall after the examination.





## **Appendix A: Announcement at the start of the examination**

At the start of the examination the invigilator should read out the following:

*I am now going to make a number of announcements concerning the conduct of the examination session which is about to begin. Please do not commence writing until I instruct you to do so.*

*You must switch off your mobile phone and leave all personal belongings in the area provided.*

*Please fill in and sign your attendance slip. Leave the attendance slip on the side of your desk for us to collect. Please check that the number on your desk is the same as your student ID number and place your BUiD Student ID on your desk.*

*If you are using a calculator, please show your workings in your answer book.*

*You cannot use rough paper, so you should cross out any markings in your answer book that you don't want the examiners to mark.*

*Supplementary books are available, but we will only hand these out when you have completed your original answer book.*

*Please read the instructions on the front cover of your question paper carefully.*

*You cannot leave the examination hall without an invigilator's permission, and you cannot leave during the first 45 minutes of the exam or the last 15 minutes of the exam.*

*You cannot leave the exam temporarily to use the toilet except if you have prior medically approved reasons which were approved by the University before the exam. Students who leave the examination hall to visit the toilet will not be readmitted.*

*You must raise your hand to attract our attention during the exam. Please do not stand up at any point unless given permission to do so.*

*If the fire alarms sound, please follow the instructions of the invigilators.*

*During the reading time you may:*

- *read the question paper*
- *make notes on or highlight the question paper*

*You may not:*

- *open the answer book*
- *starting writing in the answer book*
- *use a calculator*
- *add any loose sheets/supplements to your answer book*

*The module tutor may answer module specific questions during the reading time. After this period no module specific questions can be answered by invigilators.*

*The reading time starts now.*

Once the reading time has elapsed the invigilator should make the following announcement:

*The reading time has now elapsed, and you may now begin the examination. Please remember not to write your answers in pencil. Please also write legibly.*

## **Appendix B: Announcement at the end of the examination**

At the end of the examination the invigilator should read out the following: -

*The examination time has elapsed. Please stop writing now. Do not leave your desk until we have given you permission to do so.*

*If you have not written your student number on your script, please do so now.*

*If appropriate, make sure that all the question numbers attempted are entered on the front sheet of the answer book.*

*If you have answered more than the stipulated number of questions indicated in the rubric of the examination paper the extra ones will not be marked. You should, therefore, strike through any which you would prefer not to count, as otherwise the examiners will ignore the additional answers coming last in the book.*

*Please leave your completed answer booklet on the right-hand side of the desk, away from any unused stationery. If you use more than one book you must attach the whole script together.*

*You cannot take any stationery including the question paper from the examination hall, whether you used it or not.*

*You must hand in everything you want to be marked.*